

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Child Support Enforcement

Funding Opportunity Title: Projects to Address the Sudden and Prolonged Effect of the Economic Downturn on the IV-D Caseload and Program Operations

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OCSE-FD-0095

CFDA Number: 93.564

Due Date for Applications: **08/24/2009**

Executive Summary:

The Office of Child Support Enforcement (OCSE) in the Administration for Children and Families (ACF) intends to award up to \$1,200,000 for 17-month projects to the State Title IV-D agencies or the umbrella agencies of the IV-D program. These 17-month grants are to address immediate needs of the IV-D program due to the economic downturn. Projects should address immediate needs but should also serve as a means to strengthen the program's infrastructure for the long term.

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

Sections 1115(a)(2), 1115(b), 1115(b)(1), 1115(b)(2) and 1115(b)(3) of the Social Security Act [42 U.S.C.1315] provides funds for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV. The projects:

(1) Must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; and

(2) May not permit modifications in the child support program that would have the effect of disadvantaging children in need of support.

(3) Must not result in increased cost to the Federal Government under Part A of such title.

Description

Projects to Address the Sudden and Prolonged Effect of the Economic Downturn on the IV-D Caseload and Program Operations

Background

The recent dramatic shift in the nation's economy provides both daunting challenges and unique opportunities to the IV-D community.

OCSE has become aware of the effects on the economic downturn on the child support program through communications from IV-D Directors, line staff and others in the child support community. It appears several economic factors are at play simultaneously, any one of which would have serious repercussions for families under otherwise normal circumstances. The loss of income due to unemployment, gaps in unemployment insurance, loss of medical insurance, home foreclosures, bankruptcy and the loss of credit are all taking a toll on families, none more so than those in the IV-D caseload.

The IV-D caseload has long included obligors who, despite the best of intentions, are not able to financially support their children. These noncustodial parents (NCPs) are "work ready" (i.e., willing and able to work), but are not "job ready" (i.e., they lack the skills employers are looking for). Many times, too, these parents face significant barriers to employment, such as lack of education/literacy, criminal records, struggles with substance abuse, and the like. In the current economic environment, however, the IV-D caseload is facing a growing number of obligors who are both "work ready" and "job ready," yet despite all their efforts, are unable to find employment. These obligors, who have been the bedrock of the IV-D caseload, the "always payers," join the ranks of the "sometime payers" and "never payers."

When a child support financial or medical obligation cannot be met, it falls to the custodial parent and public assistance programs to step in and fulfill the other parent's role. Custodial parents, often single parents, are also caught up in this current economic environment and are experiencing unemployment, loss of medical insurance, foreclosures, etc. Parents and other caretakers who have supported children without the benefit of child support are now applying for IV-D

services for the first time. Other parents are turning to public assistance programs such as Temporary Assistance to Needy Families and Medicaid, thus creating new referrals to the IV-D program. As a result, the IV-D agencies are facing new workload demands at a time when State resources are alarmingly low.

Many State budgets have been reduced, and while a few may have found ways to shore up their child support programs for now, all are operating in a relatively unstable environment. Since States are experiencing the economic downturn to varying degrees, it is likely that the economic recovery will be experienced differently as well, depending on the circumstances of individual States. Because the IV-D programs reflect the economic environment in which they operate, the programs will face different demands and challenges. For example, some States may be facing record unemployment for the first time in recent memory, while others have experienced high unemployment for years and have adjusted their programs accordingly. Some States may be experiencing backlogs in the requests for review and adjustment, while others streamlined their process years ago in response to a pressing need they were encountering at the time.

Purpose

For these reasons, OCSE is offering 17-month grants to address the immediate challenges of the IV-D program and to invest in the program to build or strengthen its infrastructure to respond more flexibly to these external challenges.

The goal of these grants is ambitious, requiring creativity, ingenuity and collaboration. The applicant is asked to submit proposals that address immediate or pressing needs of their program while keeping an eye on investments for the future. Applicants should also view this grant opportunity as a means to invest in the infrastructure of their program, a means to develop or enhance processes that will give their program the flexibility and ability needed to provide a rapid response to repercussions of the economic downturn. Applicants should view this as an opportunity to make their programs more effective, efficient and economical.

OCSE is looking for projects that promote the basic themes of the national strategic plan in that child support should be a reliable source of income for families, and that child support agencies should, whenever possible, use early prevention strategies to help build a culture of compliance in which parents will support their children voluntarily and reliably. OCSE particularly welcomes projects that will

link NCPs to employment. However, due to the reasons stated previously, OCSE recognizes that not all States will be in the same position to leverage employment opportunities and States may wish to focus on other projects that will produce the same results--the financial and emotional support of children.

There are countless examples of IV-D agencies around the country that, in collaboration with courts, other agencies and faith-based and community/neighborhood organizations, have turned the lives of "work ready" parents around and helped them become "job ready," successful in financially supporting their children as engaged parents and productive members of their communities. The areas to be addressed through this funding opportunity are expected to vary and reflect the current and demonstrated near-term needs of IV-D agencies and the families they serve, with an emphasis on the needs of NCPs to secure employment in order to meet their obligations.

Below are examples of initiatives that may be undertaken through a grant to address immediate needs and/or strengthen the program infrastructure. **These are intended to be illustrative and are not priorities or required activities.**

Establishing or Enhancing Partnerships

- Developing or expanding partnerships and collaborations with the goal of attaining employment for the general NCP population in the IV-D caseload or for those with special needs/barriers to employment.
- Using partnerships and collaborations with organizations that develop online legal information, automated forms, and other systems to improve the process and experience for those who represent themselves (pro se).
- Collaboration projects with local veterans organizations to address the needs of veterans with IV-D child support orders.
- Establishing or enhancing partnerships and/or interfaces/data exchanges with agencies such as Temporary Assistance to Needy Families, Child Welfare, Unemployment Insurance, Department of Corrections, etc., with the goal of improving case management and increasing case processing speed and flexibility.

Court Improvement Projects

- Court improvement and collaboration projects such as child support problem solving courts that include referrals to job placement and support services, data exchanges and streamlining processes.
- Collaborations with other problem solving courts such as homelessness courts, veterans courts, drug courts, etc.

Program/Process Improvements

- Streamlining the review and adjustment process so that child support agencies can respond more quickly to the changing circumstances of both parents.
- Expanding customer service and outreach activities so that both custodial and non custodial parents are aware of their options for help in the economic downturn.
- Providing mediation, alternative dispute resolution services with the goal of reaching voluntarily agreed upon child support orders and/or parenting plans.
- Conducting guideline reviews and order establishment-related activities that result in the setting of realistic orders non-custodial parents can pay and the custodial parents can count on receiving.

Projects to Address Medical Support

- Innovative methods for resolving challenges States currently face either because of Federal statutory constraints or the high cost of private health insurance such as forming partnerships with State or private health insurance providers, as well as other partners and projects, to test innovative approaches that will increase the availability of both public and private health insurance for children.
- Exploring the impact of securing private health insurance for children either through partnerships with private health insurance providers and development of low-cost child-only health insurance policies or sharing of premium costs between parents to increase the affordability of available private health insurance.

- Developing or enhancing partnerships with Medicaid agencies to share information that would result in reducing Medicaid costs and improve children's access to and enrollment in health care coverage or that would test solutions to current statutory barriers that prevent Medicaid fee-for-service programs from retaining cash medical support collections that have been assigned to the State and collected by the IV-D program.
- Conducting a data analysis of the caseload to provide direction in securing private health insurance or cash medical support in Medicaid cases, and to the extent possible, incorporating simple administrative processes to adjust medical support orders when private health insurance becomes available.

OCSE recommends that projects to develop or strengthen partnerships and collaborations be designed so that, to the extent possible, work can continue after the grant funding expires.

Resources for Applicants

Applicants are encouraged to view materials such as Action Transmittals, Information Memoranda, Dear Colleague Letters, recent publications and annual reports posted on the OCSE website to help formulate their proposals: <http://www.acf.hhs.gov/programs/cse/>. Applicants are also encouraged to review current OCSE grant activity and findings from previous grant work at this website: <http://www.acf.hhs.gov/programs/cse/grants/>. Applicants may also wish to review work performed under the Project to Avoid Increasing Delinquencies on the OCSE website: <http://www.acf.hhs.gov/programs/cse/resources/paid/>.

Evaluation Requirements

Each applicant shall include an evaluation plan for its proposal. The proposal should contain plans for an implementation evaluation and an outcome evaluation. The evaluation plan should be based on the objectives, approach, and target population identified in the grant application.

The implementation evaluation will help the applicant and OCSE determine whether the proposed project was actually put in place (implemented) and what kinds of modifications were necessary during the period of operations in order to meet the operational objectives. The implementation evaluation should identify (beforehand) and then describe (while the program is operating) objectives such as the services or training the applicant plans to implement, the

characteristics of the participant population, the number of people the applicant plans to reach, the staffing arrangements and staff training, and the strategies for recruiting participants.

The outcome evaluation will help the applicant and OCSE determine whether the demonstration was successful. The outcome evaluation plan should clearly delineate: 1) what outcomes will be measured, 2) how they will be measured, and 3) what or who your results will be compared to in order to determine the project results. Acceptable comparisons include, but are not limited to, past performance of the individuals or jurisdictions participating in the project or current performance of similar individuals or counties or jurisdictions not participating in the project.

Random assignment of participating individuals or jurisdictions is always encouraged but may not be feasible. Because of the short time frame for these projects, the evaluation may be conducted by either state staff or an external contractor. If the state conducts the evaluation directly, use of an entity outside the CSE agency, such as a state evaluation and research agencies, is encouraged. If the evaluation is conducted by an external contractor, that contractor must be sufficiently independent of the grant activity. Evaluations shall be sufficiently rigorous that they would assist in determining if the project merits continued funding in subsequent years, should additional resources become available.

Notice of Possible Cross-site Evaluation

While local evaluation of individual projects is a valued requirement for these projects, there is also the possibility that individual projects may be asked to gather and compile data in a manner that facilitates cross-site evaluation. It is anticipated that cross-site evaluations for some projects may be undertaken in this and subsequent years, using funds in addition to those referenced in this announcement. Applicants must agree to become part of, and fully cooperate with, cross-site evaluators, should OCSE undertake such an evaluation. Grantees should be prepared to meet with other grantees, Federal officials, and the evaluator, as appropriate. If a cross-site evaluation is conducted, OCSE will bear its cost. Thus, it is not necessary to include proposed costs for participation in a cross-site evaluation in the project budget.

Waiver Requirements

Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a State plan requirement in Section 454 and Section 1115(a)(2)(A) allows the Secretary to treat certain

unallowable expenditures as allowable State expenditures for purposes of the demonstration project. The State must specifically request in its application any waiver of a State plan requirement or matching for an "unallowable" cost it is requesting for the project and explain how the waiver furthers the purposes of the project.

For this grant announcement, OCSE will not approve any waivers which will increase program costs, but will consider requests for waivers of State plan requirements, such as statewideness, which facilitate the conduct of the project or enable the State to accomplish the purposes of the project.

OCSE is interested in funding projects that ultimately can be implemented statewide and replicated in other States. Applicants should, to the extent possible, identify how their project can benefit other IV-D agencies. Additionally, OCSE is interested in projects that, if successful, can be sustained after the grant funding expires.

Pre-Application Conference:

OCSE will sponsor a pre-application conference call for all parties interested in applying for a Section 1115 grant. The purpose of the conference call is to respond to questions about the program announcements. The pre-application conference call will be held seven calendar days after the publication date of this announcement.

OCSE will notify applicants about the conference call through the IV-D Director listserv and by posting call information on the OCSE website at <http://www.acf.hhs.gov/programs/cse/grants/>.

A recording and transcript of the applicant conference call will be posted at <http://www.acf.hhs.gov/programs/cse/grants/> following the conference and at least 30 days prior to the application due date; it will be available until the closing date of the announcement.

Information on how to access a recording of the call will be announced in an email message to State IV-D Directors.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Estimated Total Program Funding: \$1,200,000

Expected Number of Awards: 15

Ceiling on Amount of Individual Awards: \$300,000 per project period

Floor on Amount of Individual Awards: \$60,000 per project period

Average Projected Award Amount: \$60,000 per project period

Length of Project Periods: 17-month project and budget period

Awards under this announcement are subject to the availability of funds.

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D agencies or the umbrella agencies of the IV-D program.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: Yes

Section 1115 funds awarded to each project will represent 29 percent of the total project costs. The total approved project cost is the sum of the ACF grant award under Section 1115, regular Federal Financial Participation (FFP), and the State share. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Title IV-D FFP match of 66 percent. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.2, Content and Form of Application Submission*.

Grantees must provide at least five percent of the total approved project cost. This non-Federal, i.e., State share, may be met by cash or in-kind contributions. The five percent cost share may be provided through in-kind contributions, as allowed by section 1115(a)(2)(A) of

the Social Security Act. For example, if an applicant's total project budget is \$150,000, this would be made up of three funding sources: Section 1115 funds (29% = \$43,500), cost sharing (5% = \$7,500) and regular Title IV-D FFP (66% = \$99,000).

Title IV-D applicants that anticipate satisfying the matching requirement through in-kind contributions, or the use of incentive funds awarded under section 458 of the Social Security Act, must request prior approval as part of the required budget justification (See *Section IV.2, Budget and Budget Justification*) in accordance with section 1115(a)(2)(A) of the Social Security Act.

3. Other:

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3., Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Alexander Roy
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, SW, 4th Floor, West
Washington, DC 20447
Phone: 202-401-5690
Fax: 202-401-5681
Email: alexander.roy@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

The length of the application, excluding the application forms, certifications, letters of support and resumes, should be no more than 25 pages double-spaced, using a 12-point font. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process. Each page of the application will be counted (excluding the application forms, certifications, letters of support and resumes) to determine the total length. Pages beyond the 25 page limit will not be reviewed.

If submitting electronically, the downloaded copy must meet the standards listed above. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed in *Section V. Application Review Information*, provide written comments, and assign numerical scores to each application.

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.
- c) Guidance in completing the SF 424-A is listed below. Both the budget period and the project period are 17 months. As such, Sections D, E, and F of the SF 424-A are not required.

Section A--Budget Summary

- Line 1, Column a: enter "Section 1115"
- Line 1, Column b: enter "93.564"
- Line 1, Column c: leave blank
- Line 1, Column d: leave blank
- Line 1, Column e: 1115 funds (29%) for the entire 17-month project period
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amount for the entire 17-month project period.
- Line 1, Column g: e and f combined
- Lines 2-4: leave blank

Section B--Budget Categories

- Line 6, Column 1: Section 1115 grant amount (29%)
- Line 6, Column 2: State share amount (5%)
- Line 6, Column 3: Federal title IV-D amount (66%)
- Line 6, Column 4: leave this column blank
- Line 7: This is normally left blank. If completed, keep this amount separate from totals in line 5 above

Section C--Non-Federal Resources

- Line 8, Column a: enter "Section 1115"
- Line 8, Column b: enter the State share amount (5%) for the 17-month project period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for the 17-month project period
- Line 8, Column e: b and d combined

Forms

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at:

http://www.acf.hhs.gov/grants/grants_resources.html.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

PROJECT DESCRIPTION

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the National Child Support Enforcement Strategic goal of children receiving the financial support from parents as ordered.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of

delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 4/30/2010. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.)

Certifications

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the

certification with their application. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Assurances

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary

penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

IMPORTANT NOTE: Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at http://www.acf.hhs.gov/grants/registration_checklist.html.

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**

- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at:
http://www.grants.gov/applicants/get_registered.jsp
- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at <http://www.Grants.gov>.
- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the

documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."

- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at support@grants.gov for assistance.

Hard Copy Submission of Applications

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the

application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

3. Submission Dates and Times:

Due Date for Applications: 08/24/2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". No action is required of applicants under this announcement with regard to the Executive Order.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Sub-Contracting or Delegating Projects: OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

Ben L. Sharp, Grants Management Officer
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W. 6th Floor, East
Washington, DC 20447

Hand Delivery

Ben L. Sharp, Grants Management Officer
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
ACF Mailroom 2nd Floor (near loading dock)
Aerospace Building
901 D Street, S.W.
Washington, DC 20447

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates.

V. APPLICATION REVIEW INFORMATION

1. CRITERIA:

Competing applications for financial assistance will be reviewed and evaluated against the criteria described in this section. The corresponding score values indicate the relative importance that ACF places on each review criterion. Applicants should address these criteria in the process of developing their application, as they are the basis upon which their applications will be judged. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

Objectives and Need for Assistance - 15 points

The applicant should demonstrate a thorough understanding and analysis of the problem(s) being addressed in the project, the need for assistance and the importance of addressing these problems in improving the effectiveness of the child support program. The applicant should describe how the project will address this problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve program results. The applicant should identify the key goals and objectives of the project; describe the conceptual framework of its approach to resolve the identified problem(s), and provide a rationale for taking this approach.

Approach - 30 points

A well thought-out and practical management and staffing plan is mandatory. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives and tasks to be accomplished. The plan to accomplish the goals and tasks should be

set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. The plan should also identify what tasks will be provided by partner agencies/organizations and attach letters of commitment to the project from these entities.

Staff to be committed to the project (including supervisory and management staff) at the State and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time.

Evaluation - 20 points

The proposal should contain plans for both an outcome and implementation evaluation. (Refer to *Section I, Funding Opportunity Description*.) Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.

Results or Benefits Expected - 20 points

The applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the National Child Support Enforcement Strategic goal of children receiving the financial support from parents as ordered.

Budget - 15 points

The proposed project line-item costs are reasonable given the proposed activities and expected results. Project costs are appropriately allocated to accomplish the objectives of the grant activity. Proposed project costs reflect a sound understanding of the level of effort required to accomplish the stated goals and objectives and address the needs identified.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at:
<http://www.hhs.gov/fbci/regulations/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. of this announcement.

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, SW, 4th Floor, West
Washington, DC 20447
Phone: 202-690-6275
Fax: 202-401-5681
Email: karen.anthony@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

Grants Management Office Contact:

Ben L. Sharp, Grants Management Officer
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, SW, 6th Floor, East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located at

URL: <http://www.acf.hhs.gov/programs/cse/grants/>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
SF-424	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in

		Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
SF-LLL	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Documentation of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and

		Section IV.3.
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Date: 05/28/2009

Donna J. Bonar
Acting Commissioner
Office of Child Support Enforcement